

[CONSULTANT LETTERHEAD]

Date _____

Preliminary Final Field Check Notification

Work Type: _____

Route _____

Des No. _____

PE Project No. _____

R/W Project No. _____

CN Project No. _____

Bridge File: _____

Over _____

Location: _____ of _____, in _____ County

Our firm is under contract with the Indiana Department of Transportation for the design of the referenced project. A Preliminary Final Field Check for this project has been scheduled for _____. The meeting will be held at _____ at the project site. Anyone wishing to provide input into the design of this project should plan to attend.

Utilities with facilities within the limits of this project should review the plans to determine if their existing facilities are accurately shown. Utilities that believe that their facilities will need to be adjusted should attend this meeting. This meeting could provide opportunities for design changes that could eliminate some utility conflicts. Utilities will be contacted by the INDOT Production Management Division's Utilities Team leader at a later date concerning the project schedule and relocation coordination. The Utilities Team leader may be contacted at (317) 232-5308.

Name _____
Project Manager

The distribution of this notification is as follows:

INDOT CENTRAL OFFICE DISTRIBUTION					
Recipient	PFC	FFC	Letter	Plans	X-Sec.
Environmental Policy Team Leader, Production Management Div. (1)	X	X	X	X	
Geotechnical Engineering Mgr., Production Management Div.	X	X	X	X 2 sets	X 2 sets
Project Manager, Production Management Div. (C)	X	X	X	(2)	(2)
Railroads Team Leader, Production Management Div. (C)	X		X	X	
Real Estate Acquisition Team Leader, Production Mgmt. Div.	X	X	X	(3)	
Real Estate Administrative Services Team Leader, Production Management Div.	X	X	X		
Real Estate Property Mgmt. Team Leader, Production Mgmt. Div.	X		X	X (4)	
Utilities Team Leader, Production Management Div. (C)	X	X	X	X	X
Field Engineer, Construction Management Div.	X		X		
Consulting Services Team Leader, Contract Administration Div.	X	X	X		
Research and Documents Library Team Leader, Planning Div.	X	X	X		
INDOT DISTRICT DISTRIBUTION					
Construction Engineer	X	X	X	X 2 sets	
Consultant Services Mgr.	X	X	X		
Design Team Leader (D) (5)	X	X	X	X	X
Environmental Scoping Mgr. (D)	X	X	X	X	
Operations Manager	X	X	X		
Planning and Programming Director	X	X	X		
Production Director	X	X	X		
Program Coordinator	X	X	X		
Railroads Team Leader (D)	X		X	X	
Real Estate and R/W Pgm. Dir. (D)	X	X	X	X	
System Assessment Mgr. (D)	X	X	X		
Testing Office Mgr. (D)	X	X	X	X	X
Traffic Engineer	X	X	X	(6)	
Utilities Team Leader (D)	X	X	X	X	X
NON-INDOT DISTRIBUTION					
City officials (7)	X	X	X		
County Road Spvsr. or Hwy. Engr.	X	X	X	(8)	
FHWA Area Engineer	X	X	X	(9)	
U.S. Fish and Wildlife Service	X	X	X		
Utility companies	X	X	X	X	X

Notes:

(C) Central-Office-developed project only

(D) District-developed project only

(1) only for project other than Interstate-route bridge rehabilitation

(2) only if plans do not change from initial submittal

(3) only if additional right of way is required

(4) 2 sets plans if additional right of way is required

(5) only if district-developed, or if signs, pavement markings, signals, or lighting are involved

(6) only if traffic project

(7) only if metropolitan area is affected

(8) only if legal drains, etc., are involved

(9) only if project requires FHWA oversight